1. The major effort in responding to and providing a successful solution to this RFP is the conversion effort from your current environment. We would like to meet with the appropriate PERF technical staff to understand in detail the database layout and internal logic that creates these reports.
Unfortunately, in response to your request for a meeting, we cannot accommodate you in this request at this time. All inquiries and questions regarding the RFP were to be made prior to the end of the inquiry period, which ended at 3 p.m. EDT on Friday, September 8. If we scheduled such a meeting with one vendor, we would be forced to schedule a similar meeting with each vendor who was directly solicited in this process.

We respectfully request that you submit the proposal utilizing the information that has been provided and include in your response a list of additional information you will require to go further in this process. If your firm is selected as a finalist, there will be additional opportunities for you to ask more in-depth questions and for us to provide more detailed reports during the site-visits that are scheduled per the RFP.

2. What is PERF's budget for the web-based reporting software tool?
PERF will not provide this data at this time. PERF will evaluate all RFP responses based upon the criteria outlined in the RFP. To ensure consideration please provide the best price possible based upon the information available.

3. What is PERF's budget for conversion effort?
PERF will not provide this data at this time. PERF will evaluate all RFP responses based upon the criteria outlined in the RFP. To ensure consideration please provide the best price possible based upon the information available.

4. What is PERF's budget for training?
PERF will not provide this data at this time. PERF will evaluate all RFP responses based upon the criteria outlined in the RFP. To ensure consideration please provide the best price possible based upon the information available.

5. Does PERF want a time and materials estimate for the conversion effort?
Please provide a fixed price estimate, as well as a price for both time and materials estimate.

6. Is it PERF's intent to have the internal PERF staff mentored on how to perform the conversion process and therefore have them complete the majority of the conversion effort?
It is the intent of PERF to have the vendor convert all current reports into the software purchased.

7. What is the configuration (#CPU's, Memory) of the Windows Server that will run the reporting software tool?
PERF will provide all required hardware, please include hardware requirements in your response.

8. Please forward a report layout (screen shots) of all reports identified in Appendix A.
    Looks like Appendix B has some.
    A copy and sample report for each report will be provided to the two finalists at the time of demonstration, as outlined in the Demonstration Requirement on page 11 of the RFP. A representative sample of report complexity has been provided.

9. Please forward all report specifications / detail designs (including business logic) of all reports identified in Appendix A.
    There currently are not any report specifications or detail design documents. All reports have been end user designed.

10. Are any of the reports identified in Appendix A scheduled reports?
    PERF will need the ability to schedule reports developed.

11. Please forward the database layouts (ERWIN or any other ER Diagrams) of IPSICOG database.
    Please see the additional documents provided.

Specific Questions by section / exhibit / appendix:

1. **Section Five:** The specific criteria for the evaluation of the Proposal list six items.
    Is there a ranking and weighting of the six items?
    PERF does not have a specific methodology for evaluation. All criteria are evaluated based upon the response received.

2. **Exhibit A** : Please explain in detail the following italicized statement :
    The IPSICOG database is refreshed weekly, usually by Monday morning. *Stored procedures and tables that are created for the reports are stored in IPSICOG database. The data to populate the tables is not taken from this database, because management requires fresher data. Therefore, data is extracted from the inpers_audit database.*
    Inpers_audit db is refreshed daily by the DBA and holds data as of close of business previous night. Inpers_audit is a mirror image of the PERF 'SIRIS application' production database.

    Ipsicog db is primarily used for Cognos reporting. It acts as test/QA/production database for Cognos reporting. The Cognos administrator has administrator privileges on this db. Ipsicog db is refreshed once every week by the DBA on Sunday night. Meaning, ipsicog db is ***recreated as a mirror image of inpers_audit every Sunday night***. This deletes any tables/views that were previously created by the Cognos administrator in ipsicog db.
    - Users/ETL scripts can only create/update/delete information on ipsicog db. Inpers_audit is read only.
    - 2 ETL (extract, transform and load) scripts (developed by the Cognos administrator) are run by the Cognos Administrator on a weekly and daily basis.

- The 1st ETL script runs weekly (on Monday morning), creates a new set of tables whose one and only function is to serve as data source for various Cognos reports. Most of these weekly reports provide information about what happened previous week. Information such as how many applications were received, how many were processed, how many are still open, etc.
- The 2nd ETL script runs daily creating additional tables or reusing the exiting tables created by the weekly script. The main purpose of this script is to get the latest information as of COB previous night; ***inpers_audit db is always used as the source to grab fresh data***. Daily reports provide information such as daily processing figures, allocation of work based on the reports, any pending tasks that need to be addressed, etc.
- There are several other scripts that are run by the Cognos Administrator on a need only basis. These tables are used for ad-hoc reporting or for seldom used reports.

3. **Exhibit A:** Data Mining – 24. Provide ability to electronically document?
   Please ignore this requirement.

4. **Exhibit A:** Data Mining – 28. Support the use of commercially available tools for report generation? MS Office? Adobe?
   Primarily the tools for report generation need to be in Excel and flat files. Any additional methods for generation are a positive.

5. **Exhibit A:** Data Mining – 31. Store supply records?
   Will the reporting engine write back or update the DB?
   This is not a requirement, but it would be a positive.

6. **Exhibit A :** Please explain in detail the following italicized statement:
   Refer to Appendix B for examples of some of the existing Cognos Impromptu reports. ***In addition to these reports, PERF uses 40 reports that are requested by end users on a weekly or daily basis or randomly (refer to Appendix A).***

   Appendix A contains 55 reports. Does this mean there are a total of 95 reports?
   The correct number of reports listed will be 55.

7. **Exhibit A:** Please forward a copy of your existing security requirements for your existing web applications.
   Any system purchased must ensure appropriate security procedures. Any system selected must ensure that access can be limited to specific users. However, there are currently not any specific security guidelines. Please list the security features of the system.